**Job Title** Assistant Archivist (maternity cover)

**Reports to** College Archivist

**Job Purpose**

The Assistant Archivist is responsible for cataloguing and interpretation of the archives, and in particular of the Photographic Archive, and for reader services.

**Key Tasks and Responsibilities**

* To extend and improve the catalogue, particularly of materials in the Photographic Archive.
* To answer enquiries from College pupils, staff and members of the public.
* To make the archives available to readers by producing archival material for consultation,
* supervising its use and providing advice
* To contribute to the training of the graduate trainee archivist
* To contribute to the social media presence of the Archives, with the College Archivist (maternity cover) and Archives Assistant
* To contribute to online content
* To contribute to the activities of the Friends of the College Collections and to special events

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| **Stakeholders** |
| The Archivist/Cataloguing Archivist will have the ability to work independently as well as part of a team. Key stakeholders include, but are not limited to:   * The Collections Department |

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* A recognised archives qualification, or be working towards one
* Knowledge and experience of cataloguing and application of archival standards. Experience of working with photographic collections would be an advantage.
* Familiarity with the application of IT to the cataloguing, interpretation and publicising of archival material. The Collections use SSL software and familiarity with CollectionsIndex+ would be an advantage, but training will be given.
* Good communication and customer service skills along with an understanding of research skills in order to help users access materials
* A logical approach to the work of identification and classification
* Good organisational skills to manage a wide range of tasks
* Adaptability, flexibility and attention to detail and accuracy
* The ability to skim and understand an extensive and varied range of material
* Competence in administrative procedures and project management ability
* Experience of wider heritage issues and collaboration would be an advantage. (The postholder is expected to work closely with other members of the Collections team.)